

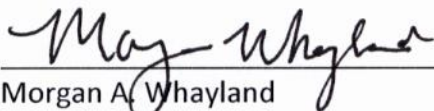


To the Honorable Council
City of Norfolk, Virginia

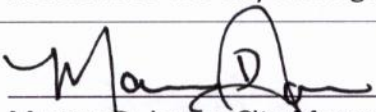
July 19, 2016

From: Gregory D. Underwood
Commonwealth's Attorney

Subject: Acceptance of a Grant Award
for the Violence Against Women V-
STOP Program Grant

Reviewed: 
Morgan A. Whayland
Assistant to the City Manager

Ward/Superward: Citywide

Approved: 
Marcus D. Jones, City Manager

Item Number:
R-8

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** Gregory D. Underwood, Commonwealth's Attorney
800 E. City Hall Avenue, Suite 600
Norfolk, VA 23510

III. **Description:**
This agenda item is an ordinance to accept a grant award from the Virginia Department of Criminal Justice Services ("VDCJS") to support the continuation of the Violence Against Women V-Stop Program.

IV. **Analysis**
This grant award will support the continuing employment of one full-time prosecutor and one full-time advocate. The prosecutor works in conjunction with the advocate dedicated to the V-Stop program to form a team that handles the prosecution of persons who commit violent crimes against women and provides services to the victims of those violent crimes.

V. **Financial Impact**
This grant award is for \$61,856. Funding in the amount of \$46,392 is provided by the VDCJS and a local cash match of \$15,464 is provided from the General Fund Operating Budget of the Office of the Commonwealth's Attorney.

VI. **Environmental:**
N/A

VII. Community Outreach/Notification

Public notification for this agenda item was conducted through the City of Norfolk's agenda notification process.

VIII. Board/Commission Action:

N/A

IX. Coordination/Outreach

This letter and ordinance have been coordinated with the Office of the Commonwealth's Attorney, the City Attorney's Office and the Office of Budget and Strategic Planning.

Supporting Material from the Office of the Commonwealth's Attorney:

- Ordinance
- Statement of Grant Award

Form and Correctness Approved: RAPBy [Signature]
Office of the City Attorney

Contents Approved:

By [Signature]
DEPT. Commonwealth Attorney's Office

Pursuant to Section 72 of the City Charter, I hereby certify that the money required for this item is in the city treasury to the credit of the fund from which it is drawn and not appropriated for any other purpose.

88 \$ 61,856.00 2275-120-8028-9160-CY16
[Signature] Account
 Director of Finance 6/23/16 Date AMS

NORFOLK, VIRGINIA

ORDINANCE No.

AN ORDINANCE ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$46,392 FROM THE COMMONWEALTH OF VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES TO SUPPORT THE CONTINUATION OF THE VIOLENCE AGAINST WOMEN V-STOP PROGRAM AND APPROPRIATING AND AUTHORIZING THE EXPENDITURE OF \$46,392 IN GRANT FUNDS AND \$15,464 IN A LOCAL CASH MATCH FOR TOTAL GRANT FUNDING OF \$61,856 FOR THE PROGRAM.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That grant funds in the amount of \$46,392 from the Commonwealth of Virginia Department of Criminal Justice Services for the continuation of the Violence Against Women V-STOP Program are hereby accepted.

Section 2:- That \$46,392 in grant funds are hereby appropriated and authorized to be expended for the V-STOP Program, if and when the funds are made available from the Virginia Department of Criminal Justice Services.

Section 3:- That a local cash match in the amount of \$15,464 for the V-STOP Program is hereby appropriated and authorized to be expended for the V-STOP Program, if and when the funds are made available from the Norfolk's Commonwealth's Attorney's FY-16 budget.

Section 4:- That this ordinance shall be in effect from and after its adoption.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

December 15, 2015

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

Mr. Marcus D. Jones
City Manager
City of Norfolk
810 Union Street, Ste 1101
Norfolk, VA 23510

Title: Violence Against Women's Act - Prosecution

Dear Mr. Jones:

I am pleased to advise you that grant number 16-U9223VA15 for the above-referenced grant program has been approved in the amount of \$46,392 in Federal Funds and \$15,464 in Matching Funds for a total award of \$61,856.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. ~~Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).~~

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Julia Fuller-Wilson at (804) 371-0386.

Sincerely,

Francine C. Ecker
Director

Enclosures

cc: The Hon. Gregory D. Underwood, Commonwealth's Attorney
Ms. Christine Garczynski, Acting Director of Finance
Ms. Julia Fuller-Wilson, DCJS Monitor

Criminal Justice Service Board • Committee on Training • Advisory Committee on Juvenile Justice
Advisory Committee to Court Appointed Special Advocate and Children's Justice Act Programs
Private Security Services Advisory Board • Criminal Justice Information Systems Committee

Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

Statement of Grant Award/Acceptance

Subgrantee: Norfolk City

Date: December 15, 2015

Grant Period:

Grant Number:

From: 01/01/2016

Through: 12/31/2016

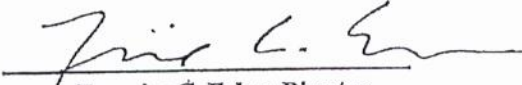
16-U9223VA15

Project Director	Project Administrator	Finance Officer
The Hon. Gregory D. Underwood Commonwealth's Attorney City of Norfolk 800 E. City Hall Ave., Ste 600 Norfolk, VA 23510 Phone: (757) 664-4835 Email: gregory.underwood@norfolk.gov	Mr. Marcus D. Jones City Manager City of Norfolk 810 Union Street, Ste 1101 Norfolk, VA 23510 Phone: (757) 664-4242 Email: marcus.jones@norfolk.gov	Ms. Christine Garczynski Acting Director of Finance City of Norfolk 810 Union Street, Ste. 600 Norfolk, VA 23510 Phone: (575) 664-4106 Email: christine.garczynski@norfolk.gov

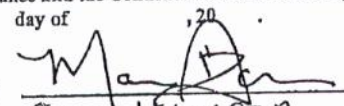
Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$0	\$0	\$0
Personnel	\$46,392	\$0	\$0	\$15,464	\$61,856
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0
Totals	\$46,392	\$0	\$0	\$15,464	\$61,856

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.


Francine C. Ecker, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this _____ day of _____, 20____.

Signature: 

Title: CITY MANAGER

STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

For the Violence Against Women's Act (V-STOP) Grant Program

Subgrantee: Norfolk, City of

Grant Number: 16-U9223VA15

Federal Catalog Number 16.588

Title: Violence Against Women's Act

Date: December 15, 2015

The following conditions are attached to and made a part of this grant award:

1. V-STOP funds may not be used to pay more than 75% of the costs of proposed projects. The remaining 25% or designated match must be provided by the applicant, in cash or in-kind. All funds designated as match are restricted to the same uses as the V-STOP Program funds and must be reported and expended in the same period. In-kind match must be documented in the same manner as grant funded activities. All funds designated as match are restricted to the same uses as the V-STOP Program funds and must be expended in the same period.
2. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - To use the grant funds only to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
 - To adhere to the approved budget contained in this award and amendments made to it in accordance with these terms and conditions;
 - And to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.
3. Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than 90 days after the end of the grant period.
4. The Subgrantee agrees that it and all its contractors will comply with the following federal civil rights laws as applicable:
 - Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in the delivery of services (42 U.S.C. § 2000d) and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C;
 - The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. § 3789d(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;
 - Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
 - Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35;
 - Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 54;
 - The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; and
 - The DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding for inherently religious activities (28 C.F.R. Part 38).
 - The Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination in both employment and the delivery of services or benefits based on race, color, national origin, religion, and sex in JJDPA-funded programs or activities (42 U.S.C. § 5672(b)).

- Section 1407 of the Victims of Crime Act (VOCA), as amended, which prohibits discrimination in both employment and the delivery of services or benefits on the basis of race, color, national origin, religion, sex, and disability in VOCA-funded programs or activities. (42 U.S.C. § 10604).
 - No person in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, or disability, be excluded from participation in, be denied the benefits of, or be subjected to the discrimination under any program or activity funded in whole or in part with funds made available under (VAWA), and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the Office on Violence Against Women.
5. The Subgrantee agrees that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
 6. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
 7. The Subgrantee agrees to submit, by the specified deadlines, quarterly financial and bi-annual progress reports as well as any other necessary reports requested by DCJS on forms provided by DCJS. DCJS may withhold disbursement of grant funds if reports are not submitted as required. In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. **No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than 30 days overdue.** For good cause, submitted in writing, DCJS will waive the provision.
 8. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.
 9. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OVW.
 10. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ovw.usdoj.gov/grantees.html>.
-
11. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>.
 12. The grantee agrees that grant funds will not support activities that compromise victim safety and recovery.
 13. The grantee agrees that grant funds will not be used to support the development or presentation of a domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools. The grantee further agrees that grant funds will not be used to teach primary or secondary school students from an already existing curriculum.
 14. The grantee agrees that grant funds will not be used to conduct public awareness or community education campaigns or related activities. Grant funds may be used to support, inform, and outreach to victims about available services.
 15. Subgrantee may follow their own established travel rates if they have an established travel policy. If Subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate: <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>. Transportation costs for air and rail must be at coach rates.

16. Within 60 days of the starting date of the project, the Subgrantee must initiate the program funded. If not started during this period, **the Subgrantee must report to the DCJS**, by letter, the steps taken to initiate the project and the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the Subgrantee must receive approval in writing from DCJS for a new implementation date or DCJS may cancel and terminate the project and redistribute the funds to another program.
17. No amendment to the approved grant budget may be made without the prior written approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested through Grants Management Information System (GMIS). No budget amendments will be allowed after October 31st.
18. The recipient agrees to notify DCJS in writing within thirty (30) days of any hiring of or change in grant-funded personnel, or any change in the Project Administrator, Project Director or Finance Officer from the persons listed in the Grant Application. To provide the required notification to DCJS, the recipient agrees to complete and submit the DCJS Program Change/Update form available on the DCJS website at: <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=9&program=victims>.
19. The Subgrantee agrees to forward a copy to DCJS of the scheduled audit of this grant award.
20. Acceptance of this grant award by a local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accordance with the local government's established employment and personnel policies; and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
21. Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.
22. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to DCJS.
23. **PROJECT INCOME:** Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
24. Subgrantee must submit a final report outlining the progress and accomplishments of the program on forms provided by DCJS.
25. DCJS will not disburse funds from this grant if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.
26. DCJS will perform on-site monitoring as required. DCJS staff will notify Subgrantee in advance of the visit and forward a copy of the monitoring checklist in the notification.
27. The applicant must assure funds budgeted for staff will not be used to replace funds already available for that purpose and will be used to expand services to victims.
28. The Subgrantee agrees to sign up for DCJS Updates at <http://www.dcjs.virginia.gov/subscribe/> for the announcements regarding trainings, funding opportunities, and information on victims services.

29. The Subgrantee agrees that DCJS, Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFC) and its representatives shall be granted access to and the right to examine all records, books, paper or documents related to the VOCA grant.

30. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

NOTICE

To: Grants Project Administrator

From: Janice Waddy, DCJS Grants Administrator

Re: Post Award Instructions and Reporting Requirements
PLEASE READ VERY CAREFULLY.

☐ **GRANT AWARD AND SPECIAL CONDITIONS:**

Please review your Award and Special Conditions very carefully. *Pay attention to the last Special Condition listed. This Special Condition may require additional documentation from you before grant funds can be released.* Sign and date the grant award acceptance and submit any Special Condition documentation to:

Grants Administration
Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

☐ **REPORTING REQUIREMENTS**

~~By accepting the accompanying grant award, you are agreeing to submit on-line quarterly progress and financial reports for this grant throughout the grant period, as well as final reports to close the grant. No eligible current recipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than thirty (30) days overdue. For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.~~

Financial reports and *progress reports** are due no later than the close of business on the 12th working day after the end of the quarter (**except Pre- and Post-Incarceration Services reports which are due by the last working day of the end of the following month*). Also, *V-STOP progress reports are submitted on a semi-annual schedule 12th working day after 6/30 and 12/31 quarters.*) Reports are required even if no expenditures have occurred during the quarter. Requests for Funds will not be honored from grant recipients who do not fulfill this reporting obligation. A schedule of due dates is also attached for your reference.

❑ **PROGRESS REPORTS**

Refer to our website: <http://www.dcjs.virginia.gov/> for submitting progress reports through the online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Statement of Grant Award/Acceptance. Paper copies of progress reports are no longer accepted. You are required to use the online system to submit your progress reports.

****FOR THE BYRNE/JAG PROGRAM: PLEASE NOTE, INFORMATION ON SUBMITTING QUARTERLY PROGRESS REPORTS WILL BE SEND AT A LATER DATE.***

❑ **FINANCIAL REPORTS**

Refer to our website for submitting financial reports through the online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Statement of Grant Award/Acceptance. Paper copies of financial reports are no longer accepted. You are required to use the online system in reporting your expenditures. The address is: <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>

❑ **REQUESTING GRANT FUNDS**

Refer to our website for requesting funds through the Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Statement of Grant Award/Acceptance.

**Please note, you can access this system using the same password assigned for the online financial reporting system. Paper copies of request for funds are no longer accepted. You are required to use the online system for requesting funds.*

❑ **BUDGET AMENDMENTS**

Budgets can be amended in most DCJS grant programs with prior approval. Please review your special conditions carefully to determine the requirements and procedures for amending budgets. Refer to our website for the online Grants Management Information System.

**Please note again that you can access this system using the same password assigned for the online financial reporting system.*

Paper copies of budget amendments are no longer accepted. You are required to use the online system for submitting budget amendments.

If you have any questions, please contact Virginia Sneed at (804) 786-5491 or by e-mail at virginia.sneed@dcjs.virginia.gov.

**PROJECTED DUE DATES
FINANCIAL & PROGRESS REPORTS**

*Reports are due by the 12th working date following the close of the quarter covered in the report . **

- Financial reports are required quarterly, even if no expenditures have occurred.
- Progress reports are required as follows:
Victim/Witness, SAGP and VSDVVF- quarterly (period ending 9/30, 12/31, 3/31, and 6/30).
V-STOP- semi-annual (period ending 6/30 and 12/31) and CY annual (due 1/31).
SASP- CY annual (period ending 12/31).

<i>QUARTER ENDING</i>	<i>DUE DATE</i>
3/31/2016	4/18/2016
6/30/2016	7/19/2016
9/30/2016	10/19/2016
12/31/2016	1/20/2017

Please contact the appropriate DCJS staff person if you need assistance with the following:

- Financial Reports and Requests for Funds - DCJS Fiscal Services Manager Bill Dodd at 804/371-0638 or bill.dodd@dcjs.virginia.gov
- GMIS - Complete and send an email to grantsweb@dcjs.virginia.gov citing the error message received, to request assistance from the GMIS Program Coordinator DeAndrea Williams
- CIMS or VSDVVF Reporting Software- DCJS IT Contact Specialist at 804/786-4576 or 804/225-4868.
- Progress Reports and Other Requests- your assigned DCJS Grant Program Monitor.



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Grant Application

Attachment IA

Grant Program & Program Sponsor	V-STOP	Congressional District(s)	2 nd , 3 rd
Applicant:	Office of the Norfolk Commonwealth's Attorney	Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	54-6001455	Best Practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Jurisdiction(s) Served and Zip +4 Codes:	Norfolk, Virginia – 23501 23502 23503 23504 23505 23506 23507 23508 23509 23510 23511 23512 23513 23514 23515 23516 23517 23518 23519 23520 23521 23523 23529 23541 23551		
Program Sponsor	Office of the Commonwealth's Attorney	Congressional District(s)	
Program Title:	V-STOP Violence Against Women	Certified Crime Prevention Community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Period:	January 1, 2016- December 31, 2016		DUNS NUMBER: 74740069
Type of Application:	<input checked="" type="checkbox"/> Continuation	<input checked="" type="checkbox"/> Continuation of Grant Number 15-T9223VA14	<input type="checkbox"/> Rural <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban

Project Director		Project Administrator	Finance Officer
Name:	The Hon. Gregory D. Underwood	Mr. Marcus D. Jones	Ms. Christine Garczynski
Title:	Commonwealth's Attorney City of Norfolk	City Manager City of Norfolk	Acting Dir of Finance/Debt Mgr City of Norfolk
Address including Zip+4:	800 E. City Hall Avenue, Ste 600 Norfolk, VA 23510	810 Union Street, Ste 1101 Norfolk, VA 23510	810 Union Street, Ste 600 Norfolk, VA 23510
Phone:	757-664-4835	757-664-4242	757-664-4106
Fax:	757-664-4445	757-664-4239	757-664-4110
E-Mail:	gregory.Underwood@norfolk.gov	Marcus.jones@norfolk.gov	christine.garczynski@norfolk.gov

Signature of Project Administrator: 

Brief Project Description:

The Norfolk Commonwealth's Attorney's Office is requesting V-STOP continuation funding for a full time prosecutor. Our office worked with 1278 domestic violence victims and 11 stalking victims in the 2014 calendar year. Our office worked with 675 domestic violence victims and 2 stalking victims in the first half of 2015. This office projects serving 1350 domestic violence victims and 4 stalking victims in 2016.

Project Budget	DCJS Funds		Local Match	Total Requested
	Federal	State		
Personnel	\$46,392		\$15,464	\$61,856
Consultants				
Travel				
Equipment				
Supplies/Other				
Indirect Costs				
Total Requested				

ITEMIZED BUDGET

Attachment IIA

1. Personnel/Employees				DCJS FUNDS	APPLICANT MATCH		TOTAL
Name of Employees	Position Titles	Annual Salary	Hours devoted	Federal VSTOP Funds	CASH	IN-KIND	
Susan Brock	Attorney I	55,621	2080	\$ 46,392.00	\$ 9,229.00		\$ 55,621.00
							\$ -
							\$ -
							\$ -
							\$ -
TOTAL:				\$ 46,392.00	\$ 9,229.00	\$ -	\$ 55,621.00
Fringe Benefits		Pro-rated Salary					
FICA %= 7.65	7.65%	\$ 55,621.00			\$ 4,255.00		\$ 4,255.00
Retirement							\$ -
Group Life Insurance							\$ -
Other (itemize): Health Insurance					\$ 1,980.00		\$ 1,980.00
TOTAL:				\$ -	\$ 6,235.00	\$ -	\$ 6,235.00
TOTAL PERSONNEL (a+b):				\$ 46,392.00	\$ 15,464.00	\$ -	\$ 61,856.00
2. Consultants (including travel and subsistence)							
a. Individual Consultants							
Type:							\$ -
Hours Devoted:							\$ -
TOTAL:				\$ -	\$ -	\$ -	\$ 61,856.00
b. Organizations and Associations							
Type:							\$ -
Fee:							\$ -
Time Devoted:							\$ -
TOTAL:				\$ -	\$ -	\$ -	\$ 61,856.00
c. Consultant's subsistence and travel							
Number of days:							\$ -
Rate/per day:							\$ -
TOTAL:				\$ -	\$ -	\$ -	\$ 61,856.00
TOTAL CONSULTANTS (a+b+c):				\$ -	\$ -	\$ -	\$ -
3. Travel and Subsistence for Project Personnel (Mileage rate cannot exceed the federal rate of \$.575/per mile)							
a. Local Mileage _____ X _____ per mile							\$ -
b. Non-Local Miles _____ X _____ per mile							\$ -
c. Subsistence _____ days X _____ per day							\$ -
d. Air or other fares _____							\$ -
TOTAL TRAVEL:				\$ -	\$ -	\$ -	\$ -

ITEMIZED BUDGET (continued)

Attachment IIA

4. Equipment	DCJS FUNDS	APPLICANT MATCH	TOTAL
--------------	------------	-----------------	-------

Type	Quantity	Unit Price	Purchase or Rental	Federal VSTOP Funds	CASH	IN-KIND	
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
TOTAL EQUIPMENT :				\$ -	\$ -	\$ -	\$ -

5. Supplies and Other Expenses

Type	Quantity	Price				
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
TOTAL SUPPLIES AND OTHER :			\$ -	\$ -	\$ -	\$ -

6. Indirect Costs

						\$ -
						\$ -
						\$ -
TOTAL INDIRECT COSTS :				\$ -	\$ -	\$ -

GRAND TOTAL:

\$ 46,392	\$ 15,464	\$ -	\$ 61,856
-----------	-----------	------	-----------

7. Cash Funds (Cash funds from other than grant program supporting this project- itemize)(Do not add to requested Project Budget Summary accounts.)

			\$ -
			\$ -
			\$ -
TOTAL CASH FUNDS :			\$ -

Required Match (Required for law enforcement, prosecution, courts, and discretionary grantees) =

\$ 15,464

BUDGET NARRATIVE- CY 2016

The Office of the Commonwealth's Attorney is requesting continuation funding to support the salary and fringe benefits of one full-time prosecutor and one full-time advocate. The cash match figure is 25% of the Federal Funding. A detailed breakdown of the proposed budget follows containing the 2016-2018 Maximum Award amounts:

Federal:	\$46,392.00
Match:	\$15,464.00
In-Kind:	\$0.00
GRAND TOTAL:	\$61,856.00

While the Continuation Funding and Match total \$61,856.00, the cost of the Norfolk Commonwealth's Attorney's Office VSTOP Program is much higher. The true cost of salaries for the VSTOP Attorney, VSTOP Advocate, and 5 other attorneys who contribute a portion of their time is approximately \$123,474 Salaries, \$9,446 FICA, \$987 Group Life and \$13,959 Health Insurance.

Personnel

\$46,392 in federal funds is requested to fund a portion of the prosecutor's full time salary of \$55,621. The remaining salary of \$9,229, FICA of \$4,225 and \$1,980 of the Health Insurance expense is funded by the 25% Cash Match. **The \$46,392.00 is the 2016 – 2018 Maximum Award Amount.** The VSTOP Prosecutor works in conjunction with a full time Victim Advocate dedicated to the VSTOP program and 5 additional prosecutors funded through the Commonwealth's

Attorney's budget to form a team that handles domestic violence, sexual assault, dating violence and stalking cases and the victims associated with these cases.

Benefits

Fringe benefits are consistent with those received by employees of the City of Norfolk and adhere to the city's policy concerning grant funded positions. The full-time VSTOP Attorney receives FICA at 7.65% of salary which is \$4,225. While the cost of Health Insurance for a full-time attorney is \$5,808, only \$1,198 is charged to the VSTOP Grant. The remaining Health Insurance is paid by the Commonwealth's Attorney's budget.

Consultants

There are no funds requested in this category.

Travel and subsistence

There are no funds requested in this category.

Equipment

There are no funds requested in this category.

Indirect Costs

Not allowed.

Cash funds from sources other than grant program supporting this project

\$15,464 will be funded by the general operating budget of the Commonwealth's Attorney.